



DUE DATES:

**Submit survey to Office of Public Instruction by
Tuesday 10/26/2010**

To access the survey:

Access this web-based survey by typing this URL into the address field on your browser

<http://keysurvey.mt.gov/PrincipalTeacherEval.html>. To login, enter your Citrix User Name and password using the version of the password with the SO extension. This survey is to be completed at the school system level. If your school system includes more than one district (e.g., an elementary and a high school district), both user names will provide access to the survey.

Completing the survey:

The survey has two sections. Section I contains eight questions related to your school system's process for evaluating performance of teachers. Section II contains a similar set of questions relating to the evaluation of principals. Please note that if you answer "yes" to Question #7 under either section, OPI will contact your district in the Spring of 2011 and ask you to supply performance levels and the counts of teachers and principals rated at each level.

All survey responses will be posted on the OPI website in compliance with assurances provided by the State of Montana as a condition of receiving State Fiscal Stabilization Funds under the American Recovery and Reinvestment Act of 2009.

SYSTEM NAME

Your system name will auto fill based on the user name with which you log in to the survey.

SECTION I: TEACHER EVALUATION

1. Indicate the primary document where the formal written evaluation process for teachers is defined. Select one response.
2. Indicate how often non-tenured teachers are required to receive a formal written evaluation. Select one response.
3. Indicate how often tenured teachers are required to receive a formal written evaluation. Select one response.
4. Indicate the components that are used for evaluation. Check all that apply. When using a rating scale, the evaluator might rate a teacher's performance in a particular area on a scale from 1 to 5, for example.
5. Describe how the district uses the results of the evaluation in making decisions relating to teacher development, compensation, promotion, retention, and removal. Address all five areas in your response. If appropriate, you might wish to insert language from the district policy or the collective bargaining agreement. You can copy and paste your answer into this field.
6. Indicate whether the evaluator reviews and includes data on the academic performance of students taught by the teacher as one of the measures of a teacher's performance.



7. Indicate whether a teacher receives one overall performance rating or level as part of the formal evaluation process. An example is Ineffective, Effective, or Highly Effective. Another example might be Satisfactory or Unsatisfactory.
8. If you answered yes to Question 7, indicate whether your district publicly reports the number and percentage of teachers at each performance level.

SECTION II: PRINCIPAL EVALUATION

1. Indicate the primary document where the formal written evaluation process for principals is defined. Select one response.
2. Indicate how often non-tenured principals are required to receive a formal written evaluation. Select one response.
3. Indicate how often tenured principals are required to receive a formal written evaluation. Select one response.
4. Indicate the components that are used for evaluation. Check all that apply. When using a rating scale, the evaluator might rate a principal's performance in a particular area on a scale from 1 to 5, for example.
5. Describe how the district uses the results of the evaluation in making decisions relating to principal development, compensation, promotion, retention, and removal. Address all five areas in your response. If appropriate, you might wish to insert language from the district policy or the collective bargaining agreement. You can copy and paste your answer into this field.
6. Indicate whether the evaluator reviews and includes data on the academic performance of students in the school as one of the measures of a principal's performance.
7. Indicate whether a principal receives one overall performance rating or level as part of the formal evaluation process. An example is Ineffective, Effective, or Highly Effective. Another example might be Satisfactory or Unsatisfactory.

CONTACT INFORMATION

Please provide contact information for the person who completed the survey, including name, title, e-mail address and phone number. This contact information will not be posted on the OPI website with the survey results.

CONFIRMATION

Your responses to this survey will be posted on the OPI website. Check the box to confirm that you understand this information will be made public.